



Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

Form: AN-50-71

Amended

1. Application Date August 13, 1973		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed AUG 14 1973 73-476-480 SEP 17 1973			
2. Agency Application No. OAA-1				4. Person to Contact Ms. Nancy Howell			
3. AGENCY, Division, Subdivision & Administering Office Address Department of Human Resources Office of Administrative Affairs Public Assistance Payments Room 501-S 47 Trinity Avenue Atlanta, Georgia 30334				5. Working Title Supervisor		6. Tel. No. 656-4373	
7. ACTION REQUESTED <input checked="" type="checkbox"/> To amend Standard numbers 15, 32, 51, 70, 309 <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; <input type="checkbox"/> RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; <input type="checkbox"/> NO FURTHER ACCUMULATION ANTICIPATED.							
8. Earliest & Latest Dates of Series 1968- to date		9. Exact Series Title SEE ATTACHED - To Amend Appl. # 15, 32, 51, 70, 309.					
10. What is the function of the office in which this record series is created? The Office of Administrative Affairs, under the supervision of the Deputy Commissioner, is responsible for the administration and coordination of the Administrative Services of the Department. Included are: (1) programs involving appropriation of funds and the budgeting of the disbursement of these funds, (2) the programs involving the procurement of manpower for the filling of vacant or soon to be vacant positions (Personnel Administration Unit), (3) programs involving the training (orientation, in-staff and academic) of employees of the Department (Staff Development Unit), (4) services involving the evaluation and analysis of programs of the Department (Program and Management Analysis Unit), (5) services involving the development of new programs in the Department (Planning and Development Unit), (6) accounting and supportive services of the Department (Finance and Services Unit). (U.S.G.A.) RTO							
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). <div style="text-align: center;"><u>SEE ATTACHED</u></div>							
ATTACH SAMPLES OF THE FILE							
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers				Floor Space Occupied (Square Feet)		In Office(s)	In Storage Area(s)
Legal-size File Drawers				AVERAGE DAILY REFERENCES		This Year's	Last Year's
						Preceding Year's	All Prior Years'

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency? [X] []
15. Is the information contained in this series ever summarized or published? [] [X]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [X] []
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [X] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [X] []
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? See #24 [X] []
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]

24. REQUIREMENTS. The following requires the files to be kept 3 years:
- a. [] STATE b. [] STATUTE OF Vt. c. [] AUDIT d. [X] FEDERAL e. [] ADMINISTRATIVE f. [] HISTORICAL
LAW g. [] LIMITATION h. [] PERIOD i. [] LAW j. [] DECISION k. [] VALUE
(Cite Law, Statute, or other reason for the retention requirement) (3)

Part 205 of Chapter II of Title 45 of CFR (205.145)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each -[] CALENDAR YEAR -[] FISCAL YEAR -[X] OTHER _____, then:
- [] Hold in the current files area _____ month(s)/_____ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [X] Other: (Specify)

SEE ATTACHED

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Glenn A. Spaulak WEP</i>	8-13-73		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [] Disapproved	<i>[Signature]</i>	8-13-73
	State Auditor/Designee [] Approved [] Disapproved	<i>William M. Dixon</i>	9-4-73
	Secretary of State/Designee [X] Approved [] Disapproved	<i>Carroll East</i>	8-29-73
	Attorney General/Designee [X] Approved [] Disapproved	<i>Robert E. Shell</i>	9-5-73

STATE RECORDS
COMMITTEE

ATTACHMENT SHEET

73-476

PUBLIC ASSISTANCE AUTHORIZATION FILES
Documents relating to the authorization of monetary assistance (Public Assistance) to eligible recipients in the State. Included are:

1. 801-Initial Authorization
2. 302-Status Change or termination
3. 303-Corrective Action
4. 304-Supplemental payment
5. 306-Address Change
6. 307-County hold order/Disposition advice
7. 308-State hold order/Disposition advice
8. 309-Check undelivered notice
9. 310-Check returned by county
10. 314-Check cancelled at State office
11. 394-394.1-Authorized for payment to nursing home vendor

Files are arranged by batch number.

Cut off monthly; hold in current files area for one (1) year; transfer to State Records Center and hold for two (2) years; then destroy; however, records shall be retained until resolution of audit questions.

73-477

PUBLIC ASSISTANCE CANCELLED CHECK FILES
Documents relating to the expenditure of Public Assistance Monies. Included are: Form #326 - Public Assistance Cancelled Check. Files are arranged numerically by batch number, then by date.

Cut off monthly; hold in current files area for six (6) months; transfer to State Records Center for 2 1/2 years then destroy; however records shall be retained until resolution of audit questions.

73-478

COUNTY CORRESPONDENCE FILE
Documents relating to official correspondence between county Department of Family and Children Services and the State Department. Included are:

1. form letters making corrections in date, address, status, signature
2. letters of transfer of Public Assistance checks
3. miscellaneous transmittal letters

Files are arranged alphabetically by county.

Cut off at end of current fiscal year; hold in current files area for 1 year; transfer to State Records Center and hold for two (2) years; then destroy. However records shall be retained until resolution of audit questions.

73-479

STOP PAYMENT FILES
Documents relating to the stopping of payment on a Public Assistance check. Included are:

1. Dept. form 104(362)
2. County Department transmittal letter re: Stop payment of public check (form 654)
3. Letter from county to state
4. Letter to bank re: Stop Payment
5. Copy of public assistance check with original check that was cancelled
6. Acknowledgement letter from bank re: Cancellation of public assistance check

File is arranged by county.

Cut off at end of current fiscal year; hold in current files area for 1 year; transfer to State Records Center and hold for two (2) year; then destroy. However records shall be retained until resolution of audit questions.

Continuation of Attachment Sheet

73-480

PUBLIC ASSISTANCE CHECK REGISTERS FILE

Documents relating to the issuance of Public Assistance checks. Included are: form #353 - Georgia State Department of Family and Children Services Check Register. Files are arranged by date and by county.

Cut off at end of current fiscal year; hold in current files area for 1 year; transfer to State Records center and hold for two (2) years; then destroy. However records shall be retained until resolution of audit questions.